

## **CITY OF BURBANK**

### **DEPUTY BUILDING OFFICIAL**

#### **DEFINITION**

Under general direction, to oversee, plan, organize, and manage plan check, permit technician, building inspection and license and code functions of the Community Development Department's Building Division; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Recommends and implements City policy concerning building safety, plan review, permit issuance, building inspection, license and code, and customer service functions; administers quality control and quality assurance procedures; administers the enforcement of construction, health, and safety codes; provides responsible administrative and technical staff assistance; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; assists in the development, planning, organization, direction, and administration of the Building Division; regulates and monitors the design, construction, use, occupancy, and improvement of structures; reviews and researches code requirements and related matters; makes recommendations for changes in Municipal Code; makes field inspections of buildings with special problems; coordinates with other City departments on the enforcement of model codes, Burbank Municipal Code, and all applicable Federal and State Laws; establishes, implements, and monitors section operating policies and procedures; prepares and presents formal reports; assists in the preparation and monitoring of the Building Division budget; acts in the absence of the Building Official; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - operation, services, and activities of a plan check, permit issuance, building inspection, and license and code operation; building and trade codes, regulations, and requirements, including Federal, State, and local legislation; code appeal procedures; plan review principles and procedures; practices and materials of building construction; engineering design and building materials; computer applications and operation; supervision policies and procedures; quality assurance and quality control practices; safety issues and liability reduction; principles and practices of sound personnel management and supervision.
- Ability to - foster teamwork and a service oriented environment; effectively supervise employees; read and interpret building plans and specifications; interpret and enforce applicable codes laws, regulations, and policies; plan, organize, and direct; prepare clear and concise administrative reports; evaluate alternate methods of code compliance; evaluate, develop, and implement new and improved methods of service delivery; maintain confidential information and records; communicate effectively, both orally and in writing; ability to work with Boards and City Council; establish and maintain effective working relationships with supervisors, fellow employees, colleagues, public officials, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in architecture, engineering, such as civil, structural, architectural, mechanical, electrical, geotechnical, or a closely related field and seven years of professional engineering or architectural experience in design, inspection, or reviewing construction documents, including three years in a supervisory or management capacity, at the level similar to a senior or management level plan check engineer, project architect, project engineer, construction manager, or facilities manager.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer, Structural Engineer, Electrical Engineer, or Mechanical Engineer in the State of California or licensure as an Architect in the State of California is required at time of appointment and during the course of employment in this classification; must obtain an International Code Conference (ICC) certification as a Certified Building Official or equivalent per state requirements within one year of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Public sector experience and ICC certification as a Certified Building Official or equivalent per state requirements at time of appointment.